

Encino Community Center

4935 Balboa Blvd., Encino, CA 91316

Phone: (818) 995-1690 * Email: encino.communitycenter@lacity.org

RECREATION AIDE JUNIOR CAMP COUNSELOR

(8 Positions)

Hours Available: Monday-Friday, 7:30am-6:00pm; 10 to 40 hours per week

JOB DESCRIPTION

The Junior Camp Counselor's top priority is the supervision, safety, and happiness of the campers. They are to always have an enthusiastic and positive attitude as they are a role model and mentor to CIT's, and Campers. Junior Counselors are responsible assisting the lead counselor in the completion of all programmed activities and initiation of filler activities during down time (free-time). They are responsible for properly training and the delegation of responsibilities to the CIT's assigned to their group. Junior Counselors are responsible assisting the Senior Counselor in the initial discipline of campers including warnings, redirection of behavior and reflection time (not time-out), and the performance of "Band-Aid" first aid.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

Candidates will be responsible for supervising, producing, leading and implementing age appropriate indoor and outdoor activities including, songs, spirited chants, science, drama, sports, games, cooking, arts & crafts, special events, swimming, water activities, field trips, etc. for children ages 3-15 years. This position requires setting up and taking down program/activity equipment & any other program/activity related materials. This position requires active participation in all aspects of the program including the ability to stand for prolonged periods, walk long distances, frequent bending and crouching, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather.

POSITION REQUIREMENTS

- ✓ CPR & First Aid certified is desired
- ✓ Must attend required staff orientation and training day held (see dates below).
- ✓ Must adhere to and follow safety protocols and given instruction on COVID-19 practices and procedures.
- ✓ Must have the ability to swim and be prepared to actively swim & supervise children in a pool and/or water park field trips.

REQUIRED AVAILABILITY:

- **June 13 - August 12, 2022**, Camp Program (must be available Monday-Friday between 7:30am-6:00pm)
- **June 4, 2022**, Mandatory Staff Orientation/Training (date subject to change)

TO APPLY:

Send Resume to:

Cynthia Dib

Encino Community Center

4935 Balboa Blvd, Encino, CA 91316

cynthia.dib@lacity.org / (818) 995-1690

LAST DAY TO APPLY:

April 22, 2022